



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Specialist Trainee [Classified Non-Competitive]			Salary P95 \$41,230.15
Posting Number 63-16	Position Number 947419	Number of Positions 1	Posting Period * From: 5/31/16 To: 6/14/16
Location: Hospital Finance and Charity Care 225 E. State Street, 2nd floor Trenton			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of the Program Manager of the Charity Care Program, review and evaluate charity care applicant compliance with documentation requirements according to charity care regulations at N.J.A.C. 10:52-11. Analyze financial information for compliance with determination of eligibility requirements. Respond to a high volume of telephone, email and letter inquiries from English-speaking and Spanish-speaking applicants. Respond to inquiries from physicians, attorneys, other governmental agencies, patient advocates, and community service groups. Explain charity care program to applicants and mediate eligibility and documentation questions between applicants and hospitals. Understand and communicate knowledge of other medical assistance programs for which applicants are potentially eligible. Monitor all of New Jersey's general acute care hospitals for regulatory compliance and consistent implementation. Serve as liaison with the hospital industry and educate understanding of regulations in accordance with N.J.A.C. 10:52-11. Preference will be given for candidates with spoken and written fluency in both English and Spanish.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Management and Administration Reference Posting #63-16 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**

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